How to Use the Recruiting Website

External Uniform Applicant

User Guide

How to Use the Recruiting Website

Overview

Introduction   This document contains the procedures on how to use the Recruiting website as an external Uniform applicant.

Contents   This publication contains the following topics:

Registering as a New External Uniform Applicant

Purpose The purpose of this section is to provide the steps to successfully register as a new external Uniform applicant.

IMPORTANT You will not be able to register as a new applicant when there are no job openings or assessment dates posted.

Navigation On the **Police Officer / Uniform** home page, click the **Apply Now** link at the bottom of the left blue menu. The **Uniform Officer Online Application** page will open in a new window.

Quick reference procedure Follow these steps to register as a new external Uniform applicant.

Step	Action
1	Click the **click here to Register** link.
2	Enter your registration information in the following fields: • User Name • Password • Confirm Password
3	Click on the **Register** button to complete your registration.
4	Use the following table to determine your next step: | If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
update your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.	

Detailed procedure The following pages provide the detailed procedure for registering as a new external Uniform applicant.

Registering as a New External Uniform Applicant, Continued

Step 1   Click on the **click here to Register** link.

Uniform Officer Online Application

Are you looking for a rewarding and challenging career serving your community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position.

Enter your user name and password to login. If you have not yet registered click here to Register.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

1	September 1, 2012
2	October 1, 2012
3	November 1, 2012
4	December 1, 2012
5	January 1, 2013

Login

User Name: _____

Password: _____

[Login]   Login Help   Register Now

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
☐	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
☐	08/01/2012	Recruit Constable	300737	Training Bureau
☐	08/01/2012	Recruit Constable	300738	Training Bureau

Select All   Deselect All   Save Jobs   Apply Now

Registering as a New External Uniform Applicant, Continued

Step 2   Enter your registration information in the following fields:
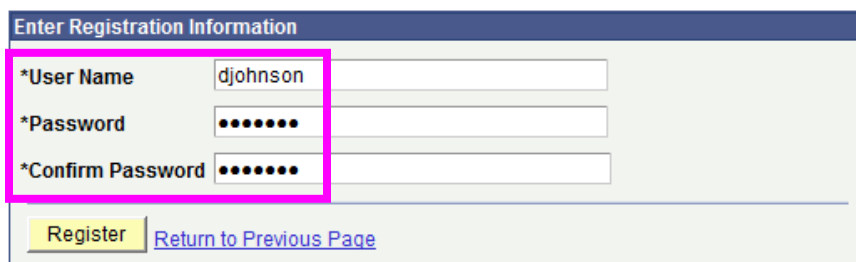- User Name
- Password
- Confirm Password

Identification

When you apply for the first time, you will need to provide a user name and password so that you can sign in at a future date as a returning applicant to view the status of your application.

Please enter your user name and your password, then confirm your password and click "Register". If you have already registered, please click the "Return to Previous Page" link.
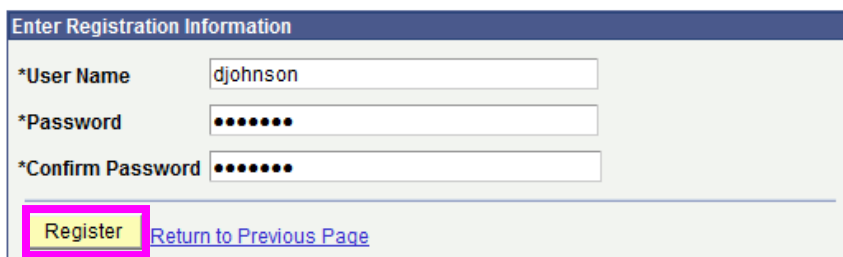
Note: If you are a former employee applying for a Police Constable or Police Cadet position, please contact the Uniform Recruiting Bureau directly and do not continue with the application process at this time.

Enter Registration Information

*User Name	djohnson
*Password	●●●●●●
*Confirm Password	●●●●●●

Register   Return to Previous Page

NOTE: record your **User Name** and **Password** in a location where you can easily reference it, should you require logging into this web site at a future date.

Step 3   Click the **Register** button to complete your registration.
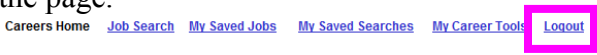
Enter Registration Information

*User Name	djohnson
*Password	●●●●●●
*Confirm Password	●●●●●●

Register   Return to Previous Page

Result: the **Careers Home Welcome** page is displayed.

Registering as a New External Uniform Applicant, Continued

Step 4   Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
update your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page. Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout **Careers Home** **Welcome Desmond** Use the links below to review and/or update information that you provided as part of the application process.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.

End of procedure.

Viewing the Posting Details

Purpose

The purpose of this section is to provide the steps to successfully view the posting details of an external Uniform job opening.

Before you begin

If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation

Careers Home Welcome

Quick reference procedure

Follow these steps to view the posting details of an External Uniform job opening.

Step	Action
1	In the **Please select ONE of the following postings and apply** section, click the **Posting Title** link for the job posting you want to view. *Result:* the **External Job Vacancy** page appears with the job posting details.
2	Use the scroll bar to the right of your screen to scroll up and down and review the job posting details.
3	Use the following table to determine your next step. <table><tr><td>**If you want to …**</td><td>**Then …**</td></tr><tr><td>apply to the job opening …</td><td>proceed to the **Completing and Submitting Your Application** procedure.</td></tr><tr><td>close the job opening details page …</td><td>Click the **Return to Previous Page** link. *Result:* the **Careers Home Welcome** page is displayed.</td></tr><tr><td>update or change your profile information…</td><td>proceed to the **Updating the My Profile Page** procedure.</td></tr><tr><td>logout of your profile …</td><td>click the **Logout** link at the top right corner of the page.</td></tr><tr><td>log back in to your profile …</td><td>proceed to the **Logging in as Returning External Uniform Applicant** procedure.</td></tr></table>

Detailed procedure

The following pages provide the detailed procedure for viewing the posting details of an external Uniform job opening.

Viewing the Posting Details, Continued

Step 1 In the **Please select ONE of the following postings and apply** section, click the **Posting Title** link for the job posting you want to view.

Result: the **External Job Vacancy** page appears with the job posting details.

Step 2 Use the scroll bar to the right of your screen to scroll up and down and review the job posting details.

Viewing the Posting Details, Continued

Step 3   Use the following table to determine your next step.

If you want to …	then …
apply to the job opening …	proceed to the **Completing and Submitting Your Application** procedure.
close the job opening details page …	Click the **Return to Previous Page** link. *Result:* the **Careers Home Welcome** page is displayed.
update or change your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.

End of procedure.

Completing and Submitting Your Application

Purpose

The purpose of this section is to provide the steps to successfully complete and submit your online application to an external Uniform job opening.

Before you begin

If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation

Careers Home Welcome

Quick reference procedure

Follow these steps to complete and submit your online application to an external Uniform job opening.

Step	Action
1	Go to the **Please select ONE of the following postings and apply** section.
2	Select the checkbox for the posting for which you want to apply. *Result:* the **Apply Now** button will become active.
3	Click the **Apply Now** button. **NOTE:** if you applied to this **Job ID** in the past, you will receive a warning message stating "*You have already applied to job number xxxxxx. Would you like to apply again?*". Click the **OK** button to continue past this warning message. *Result:* the **My Profile** page is displayed.

Completing and Submitting Your Application, Continued

Step	Action
Quick reference procedure (continued)	

Step	Action
How to Complete the My Profile page	
4	On the **My Profile** page, use the scroll bar to the right of your screen to scroll down and complete the following fields: • First Name • Last Name • Country • Address1 (Unit number and Street) • City • Province • Postal • Prime Email Type • Email Address • Prime Phone Type • Phone Number • SIN Identifier **NOTE:** there is an *asterisk* beside each mandatory field. You are only required to enter this information once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.
5	Click the **Save** button. *Result:* the **Application Questionnaire** page displays.
How to Complete the Application Questionnaire page	
6	Answer all the questions in the **Application Questionnaire** by selecting the radio button beside the applicable answer.
7	Once all the questions have been answered, click the **Next** link. *Result:* the **Complete Application - My Resume** page is displayed.
How to Complete the My Resume page	
8	Use the scroll bar to the right of your screen to scroll down the **My Resume** page and complete the applicable sections in the steps that follow.
How to Complete the My Education section	
9	In the **My Education** section, select your *Highest Education Level* using the **drop-down arrow**.

Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action
10	Click the **Add Post-Secondary Education History** link to provide university or college information. ***Result:*** the **Add New Application - Add Post-Secondary Education** page displays.
11	In the **Enter Post-Secondary Education Details** section, select the *Country* and *Province* where you obtained your Post-Secondary education using the **drop-down arrows**. Enter your *education details* by completing the **Institution** and **Major** fields. Select the *Education Level* obtained using the **drop-down arrow**. **NOTE:** there is an *asterisk* beside each mandatory field.
12	Use the following table to determine your next step: <table><tr><td>**If you ...**</td><td>**Then ...**</td></tr><tr><td>want to add more education details …</td><td>1. click the **Save & Add More** button. 2. repeat Step 11. 3. proceed to Step 13.</td></tr><tr><td>are finished entering education details …</td><td>1. proceed to Step 13.</td></tr></table>
13	Click the **Save & Return** button. ***Result:*** you are returned to the **My Resume** page with your education details defaulted into the **My Education** section. **NOTE:** you are only required to enter your education details once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.
	How to Complete the My Assessment Date Selection section
14	In the **Upcoming Assessment Dates** section, select the checkbox beside the *Assessment Date* you would like to attend.
15	To obtain the address and driving directions for your assessment date, click the **arrow** in the **Need Address/Driving Directions** section. ***Result:*** this section will expand to provide you with the address and driving directions.

Completing and Submitting Your Application, Continued

Quick reference procedure
(continued)

Step	Action
	How to Complete the My Referrals section
16	Use the following table to determine your next step:

If you ...	Then ...
were referred to this job opening by a Peel Regional Police employee …	1. in the **My Referrals** section, select *Employee* in the **How did you find out about the job** field and enter *his/her name* in the **Referral Name** field. 2. proceed to Step 17.

found this job opening via any other source …	1. in the **My Referrals** section, use the **drop-down arrow** to select the applicable *referral details* in the following fields:
	  • How did you find out about the job?
	  • SubSource
	2. if applicable, enter *additional referral details* in the following field:
	  • Specific Referral Source
	3. proceed to Step 17.

Completing and Submitting Your Application, Continued

Step	Action
17	Use the following table to determine your next step:

If you are ...	Then ...
a former employee …	1. select *Yes* beside the **Are you a former employee** question. ***Result:*** the **Last Day of Employment** field displays. 2. Click the **calendar icon** to enter the *date* in the **Last Day of Employment** field. ***Result:*** an online calendar is displayed. 3. Enter the *last day of employment* at Peel Regional Police from the online calendar by selecting the following: • applicable month • applicable year • day associated with the month ***Result:*** the date you selected defaults into the **Last Day of Employment** field. 4. proceed to Step 18.
not a former employee …	1. select *No* beside the **Are you a former employee** question. 2. proceed to Step 18.

Completing and Submitting Your Application, Continued

Quick reference procedure
(continued)

Step	Action
18	Click the **Next** link to continue. ***Result:*** the **Complete Application - Preview** page is displayed.
	How to Review the My Resume Preview page
19	On the **Preview** page, use the scroll bar to the right of your screen to review all the information you entered.
20	Use the following table to determine your next step: <table><tr><td>**If you ...**</td><td>**Then ...**</td></tr><tr><td>need to correct an entry …</td><td>1. click the **Previous** link or the **My Resume** link. ***Result:*** you are returned to the **My Resume** page. 2. correct your entry. 3. click the **Next** link or the **Preview** link to go back to the **My Resume Preview** page and review the changes you made. ***Result:*** you are returned to the **Preview** page. 4. proceed to Step 21.</td></tr><tr><td>do not need to correct an entry and are finished reviewing your information …</td><td>1. proceed to Step 21.</td></tr><tr><td>want to print the **My Resume Preview** page …</td><td>1. click *File > Print* on your Internet Browser ribbon. 2. Print the page. 3. proceed to Step 21.</td></tr></table>
21	Click the **Submit** button to submit your application. ***Result:*** the **Apply Now - Submit Confirmation** page is displayed.
	How to Complete the Submit Confirmation page
22	Confirm you have provided all relevant information pertaining to the job opening by reviewing the *Resume Validation Results* in the **Submit Confirmation** page.

Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action
23	Use the following table to determine your next step:
	<table><tr><td>**If you ...**</td><td>**Then ...**</td></tr><tr><td>need to correct an entry or make a change …</td><td>1. click the **View Full Resume Preview** link. **Result:** you are returned to the **My Resume Preview** page. 2. repeat Steps 20 through 23. 3. proceed to Step 24.</td></tr><tr><td>do not need to correct an entry and are finished reviewing your information …</td><td>1. proceed to Step 24.</td></tr></table>
24	The *Verification Step* on the **Submit Confirmation** page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application. Click the checkbox beside "*I have verified the completeness and accuracy of My Resume*".
25	Click the **Submit** button to continue. **Result:** the **Submit Online Application - Equal Opportunity Survey Invitation** page is displayed.
How to Complete the Equal Opportunity Survey Invitation	
26	The **Equal Opportunity Survey Invitation** defaults to the "*I wish to participate*" option. Completing this survey is optional. Click the radio button beside the answer that applies to you. **NOTE:** if you previously participated in this survey, select the "*I wish to decline*" option.
27	Use the following table to determine your next step:
	<table><tr><td>**If you choose the ...**</td><td>**Then ...**</td></tr><tr><td>"*I wish to participate*" option …</td><td>1. answer all the questions by clicking the radio buttons beside each correct answer. **NOTE:** use the scroll bar to the right of your screen to view all the questions. 2. proceed to Step 28.</td></tr><tr><td>"*I wish to decline*" option …</td><td>1. proceed to Step 28.</td></tr></table>

Completing and Submitting Your Application, Continued

Quick reference procedure
(continued)

Step	Action
	How to Confirm the Status of Your Online Application
28	Review the **Terms and Agreements** section.
29	To confirm your agreement, select the "*I agree to these terms*" option. ***Result:*** the **Submit** button becomes active.
	How to Submit Your Online Application
30	Click the **Submit** button. ***Result:*** the **My Applications** page is displayed.
31	Confirm that the status of your application is *UNI – Assessment Scheduled*.
32	Confirm that you received an email in your Inbox stating "*Your online application has been successfully submitted*".
	Next Steps
33	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting …</td><td>proceed to the **Viewing the Posting Details** procedure.</td></tr><tr><td>apply to a job posting …</td><td>proceed to the **Completing and Submitting Your Application** procedure.</td></tr><tr><td>change your assessment date …</td><td>proceed to the **Changing Your Assessment Date** procedure.</td></tr><tr><td>update or change your profile information…</td><td>proceed to the **Updating the My Profile Page** procedure.</td></tr><tr><td>logout of your profile …</td><td>click the **Logout** link at the top right corner of the page.</td></tr><tr><td>log back in to your profile …</td><td>proceed to the **Logging in as Returning External Uniform Applicant** procedure.</td></tr></table>

Detailed procedure

The following pages provide the detailed procedure for completing and submitting your online application to an external Uniform job opening, and include pictures of the Online Application.

Completing and Submitting Your Application, Continued

Step 1   Go to the **Please select ONE of the following postings and apply** section.

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools   Logout

Careers Home
Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

1	September 1, 2012
2	October 1, 2012
3	November 1, 2012
4	December 1, 2012
5	January 1, 2013

My Career Tools

0 Applications

My Assessment Date

My Profile

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
☐	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
☐	08/01/2012	Recruit Constable	300737	Training Bureau
☐	08/01/2012	Recruit Constable	300738	Training Bureau

Completing and Submitting Your Application, Continued

Step 2   Select the checkbox for the posting for which you want to apply.

Result: the **Apply Now** button will become active.

Step 3   Click the **Apply Now** button.

NOTE: if you applied to this **Job ID** in the past, you will receive a warning message stating "*You have already applied to job number xxxxxx. Would you like to apply again?*". Click the **OK** button to continue past this warning message.

Result: the **My Profile** page is displayed.

Completing and Submitting Your Application, Continued

Step 4   On the **My Profile** page, use the scroll bar to the right of your screen to scroll down and complete the following fields:
- First Name
- Last Name
- Country
- Address1 (Unit number and Street)
- City
- Province
- Postal
- Prime Email Type
- Email Address
- Prime Phone Type
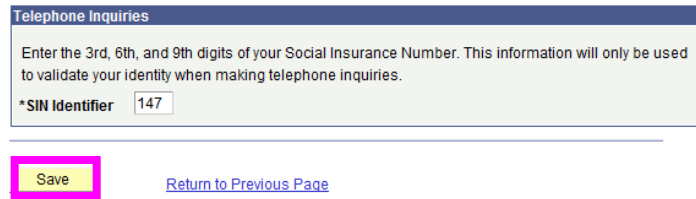- Phone Number
- SIN Identifier

NOTE: there is an *asterisk* beside each mandatory field. You are only required to enter this information once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.

Completing and Submitting Your Application, Continued

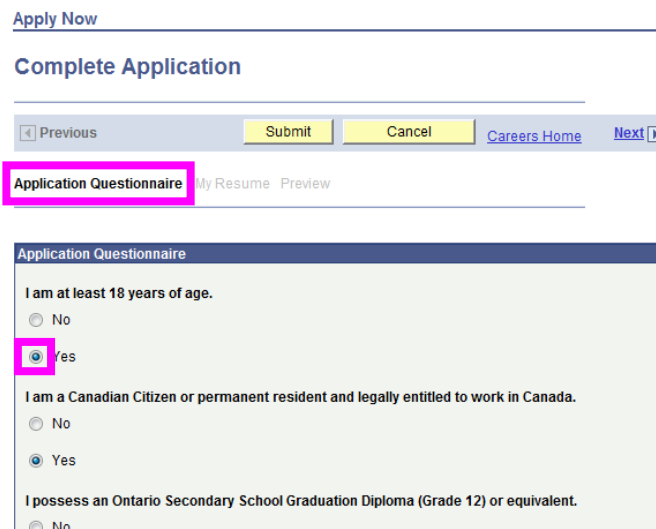|	
Step 5	Click the **Save** button.

> **Telephone Inquiries**
>
> Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries.
>
> ***SIN Identifier** `147`
>
> [Save]   Return to Previous Page

Result: the **Apply Now - Complete Application** questionnaire page displays.

Step 6	Answer all the questions in the **Application Questionnaire** by selecting the radio button beside the applicable answer.

> **Apply Now**
>
> **Complete Application**
>
> ◄ Previous   [Submit]   [Cancel]   Careers Home   Next ►
>
> **Application Questionnaire** My Resume Preview
>
> **Application Questionnaire**
>
> **I am at least 18 years of age.**
> ○ No
> ◉ Yes
>
> **I am a Canadian Citizen or permanent resident and legally entitled to work in Canada.**
> ○ No
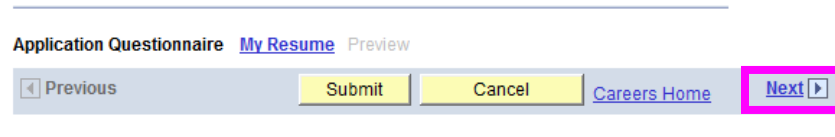> ◉ Yes
>
> **I possess an Ontario Secondary School Graduation Diploma (Grade 12) or equivalent.**
> ○ No

Step 7	Once all the questions have been answered, click the **Next** link.

> **Application Questionnaire** **My Resume** Preview
>
> ◄ Previous   [Submit]   [Cancel]   Careers Home   Next ►

Result: the **Complete Application - My Resume** page is displayed.

Completing and Submitting Your Application, Continued

Step 8	Use the scroll bar to the right of your screen to scroll down the **My Resume** page and complete the applicable sections in the steps that follow.

Step 9	In the **My Education** section, select your *Highest Education Level* using the **drop-down arrow**.

Step 10	Click the **Add Post-Secondary Education History** link to provide university or college information.

Result: the **Add New Application - Add Post-Secondary Education** page displays.

Completing and Submitting Your Application, Continued

Step 11 In the **Enter Post-Secondary Education Details** section, select the *Country* and *Province* where you obtained your Post-Secondary education using the **drop-down arrows**.

Enter your *education details* by completing the **Institution** and **Major** fields.

Select the *Education Level* obtained using the **drop-down arrow**.

NOTE: there is an *asterisk* beside each mandatory field.

Add New Application

Add Post-Secondary Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Post-Secondary Education Details

| Country | Canada | ▼ |
| Province: | Ontario | ▼ |

Use the Other fields to provide details of your education Major or Institution, if they are not in the lists provided.

*Institution:	University of Toronto
*Major:	Political Science
*Education Level:	Master of Applied Science	▼
Average Grade:	☑ Graduated

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Completing and Submitting Your Application, Continued

Step 12   Use the following table to determine your next step:

If you ...	Then ...
want to add more education details …	1. click the **Save & Add More** button. Save & Return Save & Add More Cancel Return to Previous Page 2. repeat Step 11. 3. proceed to Step 13.
are finished entering education details …	1. proceed to Step 13.

Step 13   Click the **Save & Return** button.

Save & Return   Save & Add More   Cancel   Return to Previous Page

Result: you are returned to the **My Resume** page with your education details defaulted into the **My Education** section.

My Education

Highest Education Level: I-Master's Level Degree

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History " link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

Post-Secondary Education

Education Level	Major	Institution		
Master of Applied Science	Political Science	University of Toronto		🗑

➕ Add Post-Secondary Education History

NOTE: you are only required to enter your education details once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.

Completing and Submitting Your Application, Continued

Step 14   In the **Upcoming Assessment Dates** section, select the checkbox beside the *Assessment Date* you would like to attend.

Step 15   To obtain the address and driving directions for your assessment date, click the **arrow** in the **Need Address/Driving Directions** section.

Result: this section will expand to provide you with the address and driving directions.

Completing and Submitting Your Application, Continued

Step 16   Use the following table to determine your next step:

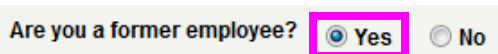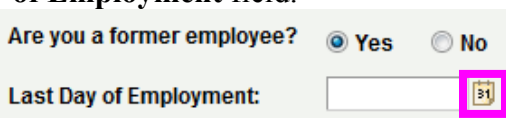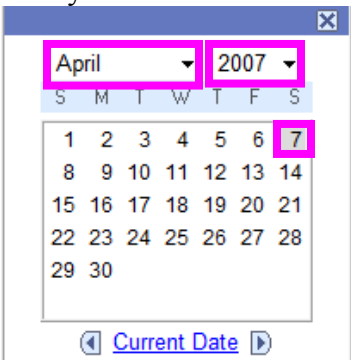| If you ...	Then ...
were referred to this job opening by a Peel Regional Police employee …	1. in the **My Referrals** section, select *Employee* in the **How did you find out about the job** field and enter *his/her name* in the **Referral Name** field. 2. proceed to Step 17.

found this job opening via any other source …	1. in the **My Referrals** section, use the **drop-down arrow** to select the applicable *referral details* in the following fields:
	   • How did you find out about the job?
	   • SubSource
	2. if applicable, enter *additional referral details* in the following field:
	   • Specific Referral Source
	
	3. proceed to Step 17.

Step 17   Use the following table to determine your next step:

If you are ...	Then ...

a former employee …	1. select *Yes* beside the **Are you a former employee** question.
	
	Are you a former employee? ● Yes ○ No
	
	Result: the **Last Day of Employment** field displays.
	2. Click the **calendar icon** to enter the *date* in the **Last Day of Employment** field.
	
	Are you a former employee? ● Yes ○ No
	
	Last Day of Employment: [ ] [31]
	
	Result: an online calendar is displayed.
	3. Enter the *last day of employment* at Peel Regional Police from the online calendar by selecting the following:
	   • applicable month
	   • applicable year
	   • day associated with the month
	
	April ▾ 2007 ▾
	S M T W T F S
	1 2 3 4 5 6 **7**
	8 9 10 11 12 13 14
	15 16 17 18 19 20 21
	22 23 24 25 26 27 28
	29 30
	◀ Current Date ▶
	
	Result: the date you selected defaults into the **Last Day of Employment** field.
	
	Are you a former employee? ● Yes ○ No
	
	Last Day of Employment: 04/07/2007 [31]
	4. proceed to Step 18.

not a former employee …	1. select *No* beside the **Are you a former employee** question. Are you a former employee? ○ Yes ● No 2. proceed to Step 18.

Completing and Submitting Your Application, Continued

Step 18	Click the **Next** link to continue.

Result: the **Complete Application - Preview** page is displayed.

Step 19	On the **Preview** page, use the scroll bar to the right of your screen to review all the information you entered.

Completing and Submitting Your Application, Continued

Step 20   Use the following table to determine your next step:

If you ...	Then ...
need to correct an entry …	1. click the **Previous** link or the **My Resume** link. *Result:* you are returned to the **My Resume** page. 2. correct your entry. 3. click the **Next** link or the **Preview** link to go back to the **My Resume Preview** page and review the changes you made. *Result:* you are returned to the **Preview** page. 4. proceed to Step 21.
do not need to correct an entry and are finished reviewing your information …	1. proceed to Step 21.
want to print the **My Resume Preview** page …	1. click *File > Print* on your Internet Browser ribbon. 2. Print the page. 3. proceed to Step 21.

Completing and Submitting Your Application, Continued

Step 21   Click the **Submit** button to submit your application.

Application Questionnaire   My Resume   Preview

◄ Previous   Submit   Cancel   Careers Home   Next ►
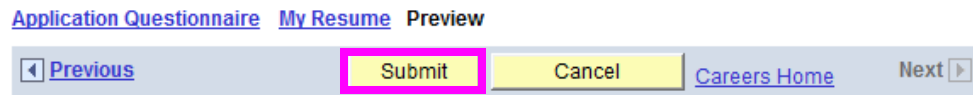
Result: the **Apply Now - Submit Confirmation** page is displayed.

Step 22   Confirm you have provided all relevant information pertaining to the job opening by reviewing the *Resume Validation Results* in the **Submit Confirmation** page.
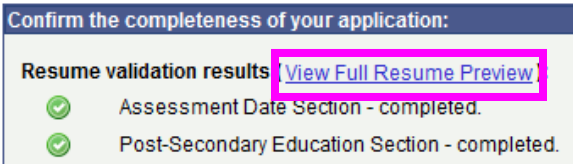
Apply Now

Submit Confirmation

Confirm the completeness of your application:

Resume validation results (View Full Resume Preview):

✔ Assessment Date Section - completed.

✔ Post-Secondary Education Section - completed.

Verification Step:

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

☐ I have verified the completeness and accuracy of My Resume.

Submit   Return to Previous Page

Continued on next page

30

Completing and Submitting Your Application, Continued

Step 23 Use the following table to determine your next step:

If you ...	Then ...
need to correct an entry or make a change …	1. click the **View Full Resume Preview** link. **Apply Now** **Submit Confirmation** Confirm the completeness of your application: Resume validation results: View Full Resume Preview ✅ Assessment Date Section - completed. ✅ Post-Secondary Education Section - completed. ***Result:*** you are returned to the **My Resume Preview** page. 2. repeat Steps 20 through 23. 3. proceed to Step 24.
do not need to correct an entry and are finished reviewing your information …	1. proceed to Step 24.

Step 24 The *Verification Step* on the **Submit Confirmation** page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application.

Click the checkbox beside "*I have verified the completeness and accuracy of My Resume*".

Verification Step:
Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

☑ **I have verified the completeness and accuracy of My Resume.**

Submit   Return to Previous Page

Completing and Submitting Your Application, Continued

Step 25   Click the **Submit** button to continue.

> **Verification Step:**
> Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.
>
> When you are satisfied select the acknowledgment below and then press Submit.
>
> If you need to make changes use the Return to Previous Page link at the bottom of this page.
>
> ☑ I have verified the completeness and accuracy of My Resume.
>
> Submit   Return to Previous Page

Result: the **Submit Online Application - Equal Opportunity Survey Invitation** page is displayed.

Step 26   The **Equal Opportunity Survey Invitation** defaults to the "*I wish to participate*" option. Completing this survey is optional. Click the radio button beside the answer that applies to you.

NOTE: if you previously participated in this survey, select the "*I wish to decline*" option.

Submit Online Application

> **Equal Opportunity Survey Invitation**
>
> At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.
>
> The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.
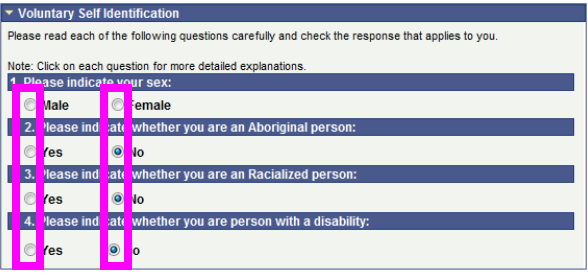>
> ⦿ I wish to participate   ◯ I wish to decline

Completing and Submitting Your Application, Continued

Step 27   Use the following table to determine your next step:

If you choose the ...	Then ...
"*I wish to participate*" option …	1. answer all the questions by clicking the radio buttons beside each correct answer. **NOTE:** use the scroll bar to the right of your screen to view all the questions. 2. proceed to Step 28.
"*I wish to decline*" option …	1. proceed to Step 28.

Step 28   Review the **Terms and Agreements** section.

Completing and Submitting Your Application, Continued

Step 29   To confirm your agreement, select the "*I agree to these terms*" option.

Result: the **Submit** button becomes active.

Step 30   Click the **Submit** button.

Result: the **My Applications** page is displayed.

Step 31   Confirm that the status of your application is *UNI – Assessment Scheduled*.

Completing and Submitting Your Application, Continued
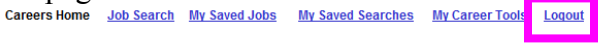
Step 32   Confirm that you received an email in your Inbox stating "*Your online application has been successfully submitted*".

Step 33   Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
change your assessment date …	proceed to the **Changing Your Assessment Date** procedure.
update or change your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.

End of procedure.

Updating the My Profile Page

Purpose
The purpose of this section is to provide the steps for updating the My Profile page.

Before you begin
If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation
Careers Home Welcome

Quick reference procedure
Follow these steps to update the My Profile page.

Step	Action
1	Click the **My Profile** link in the **Careers Home Welcome** page. *Result:* the **My Profile** page is displayed.
2	The **My Profile** page contains your *contact information*. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.
3	Click the **Save** button. *Result:* the **Careers Home Welcome** page is displayed.
4	Confirm that you received an email in your Inbox stating "*Your contact information has been successfully updated*".
5	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting …</td><td>proceed to the **Viewing the Posting Details** procedure.</td></tr><tr><td>apply to a job posting …</td><td>proceed to the **Completing and Submitting Your Application** procedure.</td></tr><tr><td>change your assessment date …</td><td>proceed to the **Changing Your Assessment Date** procedure.</td></tr><tr><td>logout of your profile …</td><td>click the **Logout** link at the top right corner of the page.</td></tr><tr><td>log back in to your profile …</td><td>proceed to the **Logging in as Returning External Uniform Applicant** procedure.</td></tr></table>

Detailed procedure
The following pages provide the detailed procedure for updating the **My Profile** page and include pictures of the online application.

Updating the My Profile Page, Continued

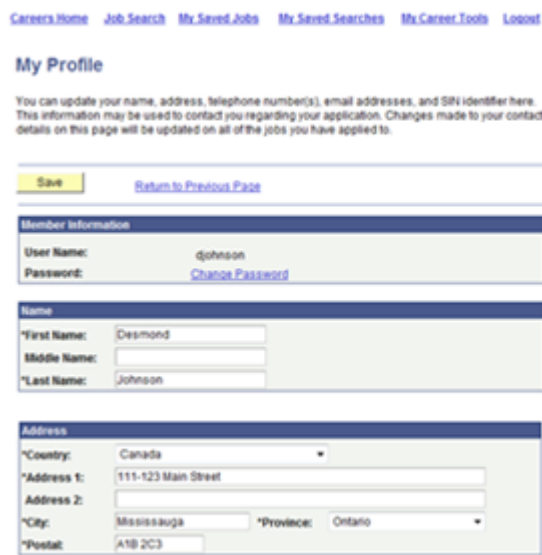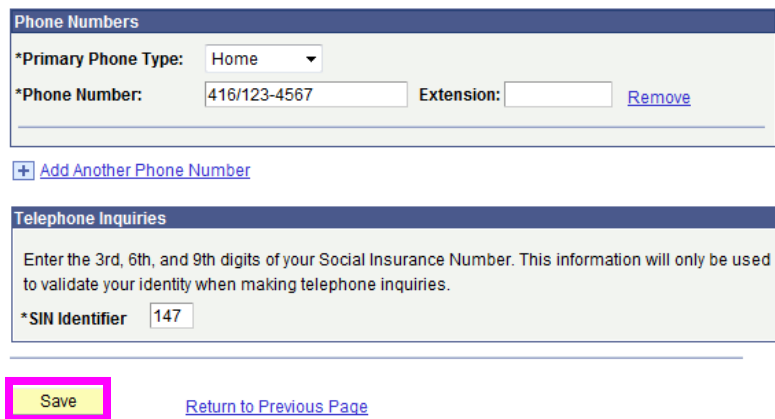**Step 1**   Click the **My Profile** link in the **Careers Home - Welcome** page.

Result: the **My Profile** page is displayed.

Updating the My Profile Page, Continued

Step 2   The **My Profile** page contains your *contact information*. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.

Step 3   Click the **Save** button.

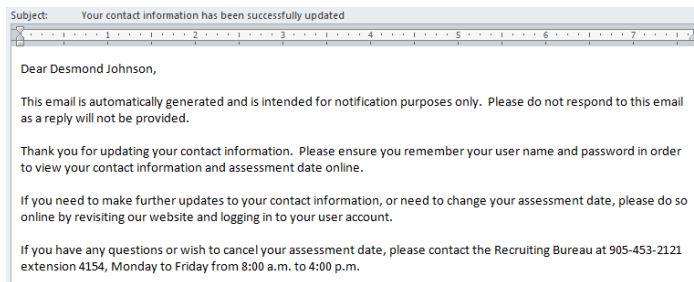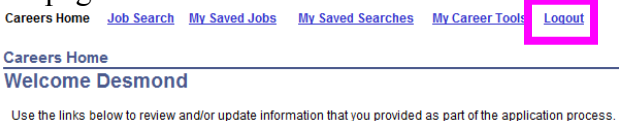*Result:* the **Careers Home - Welcome** page is displayed.

Updating the My Profile Page, Continued

Step 4   Confirm that you received an email in your Inbox stating "*Your contact information has been successfully updated*".

> Subject: Your contact information has been successfully updated
>
> Dear Desmond Johnson,
>
> This email is automatically generated and is intended for notification purposes only. Please do not respond to this email as a reply will not be provided.
>
> Thank you for updating your contact information. Please ensure you remember your user name and password in order to view your contact information and assessment date online.
>
> If you need to make further updates to your contact information, or need to change your assessment date, please do so online by revisiting our website and logging in to your user account.
>
> If you have any questions or wish to cancel your assessment date, please contact the Recruiting Bureau at 905-453-2121 extension 4154, Monday to Friday from 8:00 a.m. to 4:00 p.m.

Step 5   Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
change your assessment date …	proceed to the **Changing Your Assessment Date** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page. Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout **Careers Home** **Welcome Desmond** Use the links below to review and/or update information that you provided as part of the application process.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.

End of procedure.

Changing Your Assessment Date

Introduction   The purpose of this section is to explain how to change your assessment date.

Before you begin   If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation   **Careers Home Welcome**

Quick Reference Procedure   Follow these steps to change your assessment date.

Step	Action
1	Click the **My Assessment Date** link. **Result:** the **My Career Tools** page is displayed.
2	Scroll down the page to the **Uniform Assessment Date Selection** section and click the radio button beside the *desired assessment date*. **Result:** the original *assessment date* is deselected and the new *assessment date* is selected.
3	Click the **Save** button. **Result:** a message is briefly displayed confirming the assessment date has been saved.
4	Confirm that you received an email in your Inbox stating "*Your assessment date selection has been successfully updated*".
5	Use the following table to determine your next step: <table><tr><td>**If you want to ...**</td><td>**Then ...**</td></tr><tr><td>view a job posting …</td><td>proceed to the **Viewing the Posting Details** procedure.</td></tr><tr><td>apply to a job posting …</td><td>proceed to the **Completing and Submitting Your Application** procedure.</td></tr><tr><td>update or change your profile information…</td><td>proceed to the **Updating the My Profile Page** procedure.</td></tr><tr><td>logout of your profile …</td><td>click the **Logout** link at the top right corner of the page.</td></tr><tr><td>log back in to your profile …</td><td>proceed to the **Logging in as Returning External Uniform Applicant** procedure.</td></tr></table>

Detailed Procedures   The following pages provide the detailed procedure for changing your assessment date.

Changing Your Assessment Date, Continued

Step 1   Click the **My Assessment Date** link.

Result: the **My Career Tools** page is displayed.

Changing Your Assessment Date, Continued

Step 2	Scroll down the page to the **Uniform Assessment Date Selection** section and click the radio button beside the *desired assessment date*.

Result: the original *assessment date* is deselected and the new *assessment date* is selected.

Step 3	Click the **Save** button.

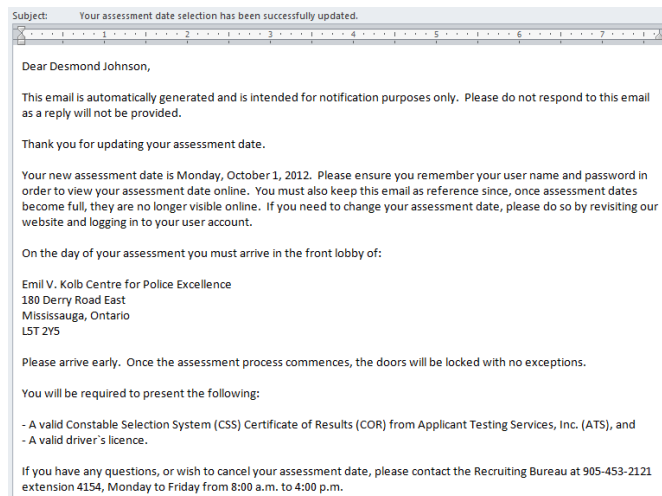**Result:** a message is briefly displayed confirming the assessment date has been saved.

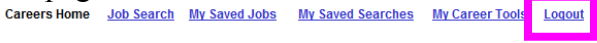# Changing Your Assessment Date, Continued

Step 4   Confirm that you received an email in your Inbox stating "*Your assessment date selection has been successfully updated*".

Step 5   Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
update or change your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page.
log back in to your profile …	proceed to the **Logging in as Returning External Uniform Applicant** procedure.

End of procedure.

Logging in as Returning External Uniform Applicant

Purpose The purpose of this section is to provide the steps to successfully log in as a returning external Uniform applicant.

Navigation On the **Police Officer / Uniform** home page, click the **Apply Now** link at the bottom of the left blue menu. The **Uniform Officer Online Application** page will open in a new window.

Quick reference procedure Follow these steps to log in as a returning external Uniform applicant.

Step	Action
1	Go to the **Login** section of the **Uniform Officer Online Application** home page.
2	Enter your **login** details in the following fields: • User Name • Password
3	Click on the **Login** button. ***Result:*** the **Careers Home Welcome** page is displayed.
4	Use the following table to determine your next step: **If you want to ...** / **Then ...** view a job posting … / proceed to the **Viewing the Posting Details** procedure. apply to a job posting … / proceed to the **Completing and Submitting Your Application** procedure. change your assessment date … / proceed to the **Changing Your Assessment Date** procedure. update or change your profile information… / proceed to the **Updating the My Profile Page** procedure. logout of your profile … / click the **Logout** link at the top right corner of the page.

Detailed procedure The following pages provide the detailed procedure for logging in as a returning external Uniform applicant, and include pictures of the online application.

Logging in as Returning External Uniform Applicant, Continued

Step 1   Go to the **Login** section of the **Uniform Officer Online Application** home page.

Uniform Officer Online Application

Are you looking for a rewarding and challenging career serving your community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position.

Enter your user name and password to login. If you have not yet registered, click here to Register.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

1	September 1, 2012
2	October 1, 2012
3	November 1, 2012
4	December 1, 2012
5	January 1, 2013

Login

User Name: [   ]

Password: [   ]

Login   Login Help   Register Now

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
☐	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
☐	08/01/2012	Recruit Constable	300737	Training Bureau
☐	08/01/2012	Recruit Constable	300738	Training Bureau

Select All   Deselect All   Save Jobs   Apply Now

Logging in as Returning External Uniform Applicant, Continued

Step 2   Enter your **login** details in the following fields:
- User Name
- Password

Step 3   Click on the **Login** button.

Result: the **Careers Home Welcome** page is displayed.

Step 4   Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting …	proceed to the **Viewing the Posting Details** procedure.
apply to a job posting …	proceed to the **Completing and Submitting Your Application** procedure.
change your assessment date …	proceed to the **Changing Your Assessment Date** procedure.
update or change your profile information…	proceed to the **Updating the My Profile Page** procedure.
logout of your profile …	click the **Logout** link at the top right corner of the page. Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout **Careers Home** **Welcome Desmond** Use the links below to review and/or update information that you provided as part of the application process.

End of procedure.